

SEARCH PAYMENTS

Introduction

This section will show how an authorized user can search and view payments on the employer account. From here, the user can view the payment status/details of all payments associated with the account.

Step-by-Step Instructions:

1. Navigate to the payment home page, using the instructions in the section - 'Navigating to Payments'.
2. Click on the link 'Search Payments'. The following screen will appear. If you would like to limit your search results by payment method, status, confirmation etc., enter your search criteria and click on 'Search'. If no search criterion is entered, all available payments for the employer account will be displayed.

Change Password | Logoff

Employer Home

FAQ/Contact Us

Workflow - My Inbox

Account Maintenance

Benefit Charge Activities

Collections

Correspondence

Employment and Wage Detail Reporting

History

Payment Information

▶ Cancel Payments

▶ Payment Account

Employer Information

Employer Account Number: 100 Employer Name: TEST CORP

Search Payments

Confirmation Number: Method:

Min \$: Max \$:

Status:

Transaction Date: From: To:

3. The search results will appear as follows.

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Payment Information

▶ Cancel Payments

▶ Payment Account Summary

▶ **Search Payments**

▶ Request for 940 Certification

▶ Request Payment Plan

User Maintenance

Employer Information

Employer Account Number: 100 Employer Name: TEST CORP

Search Payments

Confirmation Number: Method:

Min \$: Max \$:

Status:

Transaction Date: From: To:

Search Results

Confirmation Number	Deposit Number	Transaction Date	Method	Status	Amount
		10/12/2009	Manual Paper Check	Paid	\$560.00
		10/12/2009	ACH Debit	Canceled	\$960.40

Click on confirmation number to view additional details.